

ADMINISTRATIVE
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MEMORANDUM FOR: DD/Pers/P&C

STAT

FROM :
Chief, Position Management & Compensation Division

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

The PMCD semi-annual report on inflation fighting efforts for the period ending 30 June 1976 is as follows:

Group I: Savings to date for the current fiscal year.

1. Retention of only one official set of 261 files; this has reduced file maintenance manhours, safe space and filing material (savings - one safe drawer or 50%)

2. Reduction of the number of survey report copies retained (savings - one safe drawer or 33%).

3. Elimination of domestic and overseas TDY for PMCD surveys during the current period (savings - \$10,000 \pm) and during the next reporting period (savings - \$10,000 \pm).

4. Consolidation of Position Description Files has reduced file maintenance manhours, safe space and filing material (savings - two safe drawers or 15%).

5. Consolidation of individual Position Management Officer operating files has provided four new PMCD employees with corresponding space at an increase of only one two-drawer safe.

Group II. Savings expected on an annual basis in future fiscal years.

PMCD has developed a Position Evaluation Worksheet form which is expected to greatly reduce the amount of paper in organization and position background files, reduce research time on past position evaluations and improve the effectiveness of the filing system. (savings - unknown at present)

Group III. One-time savings for the current or future fiscal years.

1. In advance of availability to other agencies, PMCD borrowed a briefing aid package on the Factor Evaluation System from the Civil Service Commission. The package was duplicated in triplicate without direct cost. (savings - \$120.00)

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2. As earlier reported, the planned move of PMCD from C of C Building should result in a measure of savings in time and travel costs for the coming fiscal year. Based on the number of Agency departmental employees assigned to components at C of C [redacted] our time and travel related to these elements are approximately [redacted] respectively. Thus, a move from C of C Building to Rosslyn should result in savings of approximately 13% in time and travel costs.

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[redacted]
Chief
Position Management and Compensation Division

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7 July 1976

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MEMORANDUM FOR: Chief, Review Staff

FROM :

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : DDA Memorandum, June 1976; same subject

1. Under the Group II savings criteria, Office of Personnel Work Orders 75P129 and 75P130 for the restructuring of the Central Emergency & Locator System (CEMLOC) procedures will achieve realizable manhour savings in the following manner:

A. 75P129 provides for conversion of the currently used SYCOR cassette terminal update to Delta Data on-line update of the CEMLOC master; eliminating approximately one (1) hour per day now required to convert the SYCOR cassettes to magnetic tape suitable for computer processing. The expected savings is 240 manhours per year.

B. 75P130 provides for a monthly comparison of the PERSIGN master with the CEMLOC master to detect EOD's, separations, etc., which may not have been reflected in locator transactions. An error listing will be submitted to components asking for correction of the record. The procedure will save an estimated 200 manhours per year now expended (chiefly at the end of the tax year) to reconcile record errors.

2. Another on-hand request received from the Chief, CIA Operations Center, requests that an additional, special format Flexoline strip be produced from CEMLOC to replace the manually maintained OPSCEN Locator Index. Preliminary study indicates that the request is feasible and initiation

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of the procedure should save the OPSCEN an estimated 100 manhours per year. In this instance, savings would result from action by the Office of Personnel but the beneficiary of the savings would be the CIA OPSCEN.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Fighting Inflation and Reducing Daily Operating Costs

FROM:

Chief, Review Staff,

EXTENSION

NO.

STAT

DATE

8 July 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EA/OP

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In response to your note of 15 June, forwarded herewith are copies of PMCD, ADRS and Plans Staff submissions in response to DD/A's memo of Jun 76 on above subject. Control Division and Review Staff have negative reports.

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